



**Policy Series #: 4000 – Human Resources**  
**Policy Manager: Celeste Ruble**  
**STAFF DEVELOPMENT POLICY**

**PURPOSE:**

The purpose of this policy is to provide guidelines to support activities that promote individual growth for staff members and help them achieve their professional career goals. Support activities that will aid in individual or group productivity and promote life-long learning at Riverland Community College.

**APPLICABILITY:**

Create guidelines and procedures that set standards for measurement and criteria for the approval of funds. See criteria for more information.

**DEFINITIONS:**

Once a month committee meetings or email confirmation of approvals if necessary and an annual meeting to review criteria and guidelines.

**DOES THIS POLICY HAVE A PROCEDURE? Yes.**

**LIST RELATED POLICIES, PROCEDURES OR PLANS HERE: *(if any)***

**Guidelines and Procedures for Staff Development Funds**  
**Staff Development Request Form**  
**Request for Additional Staff Development Funds (form)**  
**Individual Growth Plan**

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Date of Initial Review by President's Cabinet: 5/2/2013  
AASC Review (if applicable):  
FSGC Review (if applicable): 9/11/2013  
Date of Final Approval / Policy Adoption: 9/12/2013  
Date & Subject of Revisions: